

Safety Advisory Committee

December 7, 2012

2:00 – 3:30 PM

Minutes

Committee Member	Representing	Present
Anderson, Erik	Materials Sciences Division	X
Bello, Madelyn	Human Resources Advisor	X
Blodgett, Paul M.	Environment, Health and Safety Division	X
Christensen, John N.	Earth Sciences Division	X
Dardin, Steve	Physics Division	*
Floyd, Jim	Safety Advisory Committee Chair	X
Franaszek, Stephen	Genomics Division	
Fujikawa, Brian	Nuclear Science Division	*
Giuntoli, Patricia	Computing Sciences Directorate	X
Lukens Jr., Wayne W.	Chemical Sciences Division	X
Lunden, Melissa	Environmental Energy Technologies Division	X
Martin, Michael C.	Advanced Light Source Division	X
More, Anil V.	Office of the CFO Advisor	
Sauter, Nicholas	Physical Biosciences Division	X
Seidl, Peter	Accelerator & Fusion Research Division	X
Taylor, Scott E.	Life Sciences Division	X
Tomaselli, Ann	Information Technology Division	X
Tucker, Eugene	Facilities Division	X
Thomas, Patricia M.	Safety Advisory Committee Secretary	X
Wong, Weyland	Engineering Division	X

Others Present: Michael Carr, John Chernowski, Joe Dionne, Julie Drotz, Michelle Flynn, Howard Hatayama, Michael Kritscher, Peter Lichty, Bob Mueller, Andrew Peterson, Rebecca Rishell, Nancy Rothermich, Andreas Schmid, Theresa Triplett, Tammy Welcome, Bill Wells, *Marty White (for Physics and NSD)

General Comments – Jim Floyd

Bill Wells will discuss his progress on converting PUB-3000, Chapter 1 into the wiki format.

Joe Dionne will talk to Glenn Kubiak about the status of the Area Personal Protective Equipment (PPE) policy. It has been on hold for about 7 months.

Communications – Joe Dionne

Some recent examples of Environment/Health/Safety/Security (EHSS) communications challenges include:

- **Fire safety** – EHSS is moving fast to respond to the Fire Protection Program review findings. Barrier safety training was launched. The Division Safety Coordinators (DSC) and supervisors were told about it first. It was changed from required to recommended. The training content is good, but there have been questions about whether the Building Emergency Team members are the right people to be trained. The process for identifying trainees was not discussed with SAC. There was a comment that the Chairs of the DSC and SAC committees should be contacted before rolling out new training. EHSS has 30 days to visit every building. There was a comment that the visits would be more effective if the Building Managers were included.
- **CHES** – There were problems with email notifications for medical exams.
- **Traffic safety** – Glen Kubiak created a video about truck traffic. There were questions about the impact on safety culture of the policy to dismiss truck drivers seen driving unsafely.
- **Website updates** – The Safety Culture and EHSS websites have been restructured. The top 10 most popular items are featured on the main page.

Risk Management – Jim Floyd / Joe Dionne / Howard Hatayama

- **Biosafety** – Mike Martin is leading the planning for transition to Work Planning and Control. The Biosafety Committee will meet the second week in December.
- **Low-level radiation** – John Christensen is working on this issue with the Radiation Safety Committee. The definitions are crucial.
- **Corrective Action Tracking System (CATS)** – The Office of Contractor Assurance (OCA) is developing the system and reviewing design specifications. They are hoping for mid-year funding from the Business Systems Council. The needs of users are being incorporated into the design specs. The tool will be improved to better support the existing process. OCA wants to look at a risk-based management approach. There will be a collaborative approach to assigning the Responsible Person. The appropriate Facilities person will be the Responsible Person for Work Orders.
- **EHSS/Facilities interface** – Division Management meetings are being held weekly.

EHSS Manual (PUB-3000, Chapter 1) – Bill Wells

Chapter 1 covers general requirements, responsibilities, and work practices. The stand-alone policies have been separated out. The draft was presented to SAC in July, and after several iterations, a final draft was prepared in late November. Bill Wells prepared a crosswalk chart to map policies with their new locations. The matrix employee responsibilities section and the Stop Work Policy were restored.

We can expect changes on a regular basis. Sections that are expected to change soon include EHSS Liaison roles and responsibilities, Work Planning and Control processes, and Emergency Preparedness and Building Manager roles and responsibilities.

The wiki system will merge the EHSS and Requirements and Policies manuals. It will take about a year to complete the conversion. The PUB-3000 Quick Start Guides will point to the new wiki as the chapters are converted.

SAC members concurred with the proposed changes with no objections. The Chapter 1 changes will be posted in mid-January.

Medical Surveillance for Animal Workers – Peter Lichty

The drivers for increasing the scope of personnel covered under animal worker medical surveillance are Contract 31 and UC Office of the President policy. It is also a condition of funding for some grant applications to be certified by the Association for Assessment and Accreditation of Laboratory Animal Care. Allergies can be a serious hazard for people who access mouse colonies. An optional symptom questionnaire will be emailed to people who have animal contact (researchers and maintenance staff). HIPAA precludes an email response, so the questionnaire will be printed out and mailed to Health Services. If there is no response, a second email and phone call will be used to follow up. Depending on the response, intervention may be needed to limit allergen exposure. Animal care workers are subject to a different, mandatory evaluation. This will add about 200 people to our program. Affiliates must be notified of the hazard.

Hazardous Materials Transportation

Andrew Peterson from SAC and Ron Scholtz from DSC Subcommittee are working with a group looking at the program. We want clear requirements and a process that addresses researchers' needs. Email your comments to Andrew Peterson or Ron Scholtz.

Operating Experience Process Improvement – John Chernowski

John Chernowski is leading a group looking at the Lessons Learned / Best Practices systems. The identified issues are process flow, lack of understanding of the process, varying quality of information, limited communication, and ineffective feedback. The group is going through a 6-Sigma process to analyze system performance, identify gaps, and design a new process. They have been defining the process and critical business requirements. The voice of customers is important. They are looking at comments, a Today at Berkeley Lab survey, and conducting outreach to stakeholders. They are defining the requirements for culture, input, process, output, and software support. They are collecting quantitative information on baseline performance, and developing process performance indicator metrics. They will be working on the “What?” phase in December, the “Why?” phase in January – February, and the “How?” phase in March. They will benchmark similar processes across the DOE complex.

The scope of the Best Practices / Lessons Learned system is intended to be wider than just ES&H issues. Currently, there is no way to track who is reading the reports. They will be looking at overlaps with other systems and committees, the impact on Safety Culture, and the link to training. They are looking at how to target the information to the right people and deliver it through different media.

Introducing Greta Toncheva

Greta Toncheva comes to LBNL from Duke University. She will be working as a Health Physicist and will be our primary Laser Safety Officer. Welcome, Greta!

The meeting was adjourned at 3:30 PM
Respectfully submitted, Patricia M. Thomas, SAC Secretary